



POSITION VACANCY ANNOUNCEMENT

17-FTNGD -11

Opening Date: 17 February 2017

Closing Date: 7 March 2017

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: Medical NCO

LOWEST/HIGHEST GRADE AUTHORIZED: PVT/E-1 – SSG/E-6

DURATION OF ASSIGNMENT: 15 Mar – 30 Sep 17. This position is Full-Time National Guard Duty (FTNGD) (Formally ADOS) and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

ORGANIZATION: 1st Bn 196th Regiment (RTI)

SELECTING OFFICIAL: LTC Wyatt Hansen
Administrative Officer 196th Regiment (RTI)
(605) 737-6455
wyatt.e.hansen.mil@mail.mil

LOCATION: Sturgis (Fort Meade), SD

Announcement does not constitute commitment to fill position.

POSITION DESCRIPTION:

1st Bn 196th Regiment (RTI) is seeking an Administrative Medical Support Staff Member. The ADOS Administrative Medical Support Staff Member will:

- Assist with all administrative and medical process for OCS.
- Provide assistance in the Line of Duty (LOD) process.
- Build medical packets.
- Track and process awards.
- Assist with any additional administrative needs

QUALIFICATION REQUIREMENTS:

- a. General: Applicant must be a member or become a member of the SD National Guard. Must be in good standing and no negative personnel action or FLAGS. Applicant must be able to complete the full duration of assignment without exceeding the 1095 rule.
- b. Other: Applicant must be able to work a strenuous and flexible work schedule from May through August. Must become HIPPA certified. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Resume.
5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501[If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles

Applications must be postmarked by the closing date and mailed to address below:

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG James Blackwell
2823 West Main Street
Rapid City, SD 57702-8170

FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD: Applicants should notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

EQUAL OPPORTUNITY: The South Dakota National Guard does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender), national origin, political affiliation, sexual orientation, marital status, retaliation, parental status, or other non-merit factor. Selection will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.